

Executive Registry
77-1856

18 July 1977

MEMORANDUM FOR: Mr. Benjamin C. Evans, Jr.
Executive Secretary

SUBJECT: Knoche Files for the Period--
7 July 1976 to 1 August 1977

1. Upon Mr. Knoche's nomination to the post of Deputy Director of Central Intelligence, [redacted] Chief/Executive Registry and I determined that the only files I would maintain as a permanent record copy would be chrono files since the Executive Registry is the responsible component for the DDCI's subject files. Any other files that I would maintain would be only "working files" for my convenience and these were to be destroyed upon Mr. Knoche's retirement and/or resignation as Deputy Director.

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2. Accordingly, beginning Monday, 18 July 1977, I plan to review all "working files" used by me personally in support of the DDCI during the period 7 July 1976 to 1 August 1977. I plan to destroy only those papers which are duplicate copies and will ensure that any paper either initiated by, concurred in, or approved by the Deputy Director is placed in the chrono files, if not already there, for the permanent record copy.

3. Upon completion of the review, I would like to retire the chronological files along with a number of briefing books and miscellaneous files to the Records Center. I also plan to retire the Rockefeller Commission files at the same time.

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Executive Assistant, DDCI

cc: Acting DDCI
Mr. Lew Lapham
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(EXECUTIVE REGISTRY FILE *DDCI*)